



# WASHINGTON BACH CONSORT

*The Nation's Premier Baroque Chorus and Orchestra*

J. REILLY LEWIS, MUSIC DIRECTOR

## Position Description – Development Manager

### About the Washington Bach Consort

The Washington Bach Consort, the nation's premiere baroque orchestra, is committed to the study and performance of the complete works of Johann Sebastian Bach and his contemporaries. Our mission includes performing to the highest artistic standards, expanding audiences through concerts and collaborations with other performing ensembles, and promoting appreciation of Bach in our community through compelling music education programs presented by members of the Consort.

### Job Description

We are seeking a **full-time Development Manager** to expand the Washington Bach Consort's support base and engage donors with our programs and services. This position will include an emphasis on managing our development program, identifying, cultivating, and soliciting prospects, and engaging with Bach Consort's board and supporting board development. This is a new position that the Manager will have the opportunity to build.

### Key Responsibilities

- Execute the Washington Bach Consort's annual fundraising plan.
- Secure financial support from individuals, foundations, and corporations.
- Develop, cultivate, solicit, and maintain ongoing relationships with major donors in order to grow our donor base and secure major gifts.
- Manage special events and other activities related to building strong donor relationships and enhancing donor engagement with the organization.
- Coordinate and oversee donor communications including multiple direct mail/email appeals annually.
- Maintain grant schedule and other development calendars.
- Research, co-write and submit grant proposals and subsequent reports.
- Regularly report progress to Executive Director, staff and board.
- Other duties associated with corporate giving, planned giving and in-kind donations as assigned.

### Qualifications

Candidates for this position will possess:

- A Bachelor's degree is required.
- A minimum of 5 years of proven success in development, with demonstrated experience in face-to-face major gift solicitation, along with grant writing experience.
- Experience developing and maintaining productive working relationships with donors, board members, staff, and volunteers.
- Must be able to effectively convey WBC's story, have the ability to properly prepare for and meet deadlines, and collaborate with staff, Executive Director and Board in solicitations.
- Excellent writing and communication skills are a must as working in a team and independently.
- Analytical skills and the ability to offer creative solutions are essential.

In addition, ideal candidates will have:

- Knowledge of PatronManager software
- A background in classical music or in working with performing arts organizations

Hours are full-time mostly during business hours, with occasional evening events and weekend performances. Salary is commensurate with experience and competitive with similar non-profit arts organizations.

**To apply**, please submit a cover letter and resume, both of which should demonstrate your experience, qualifications, educational background, and desire to fill this position, as well as a solicitation writing sample to: [jobs \(at\) bachconsort.org](mailto:jobs@bachconsort.org) with "Development Manager" in subject before July 25. No phone calls, please. The Bach Consort - now in its 39th season - is an Equal Opportunity Employer.